AP3 – VIEW AND CORRECT VOUCHER BUILD ERRORS

Activity: Daily Process to View and Correct Errors

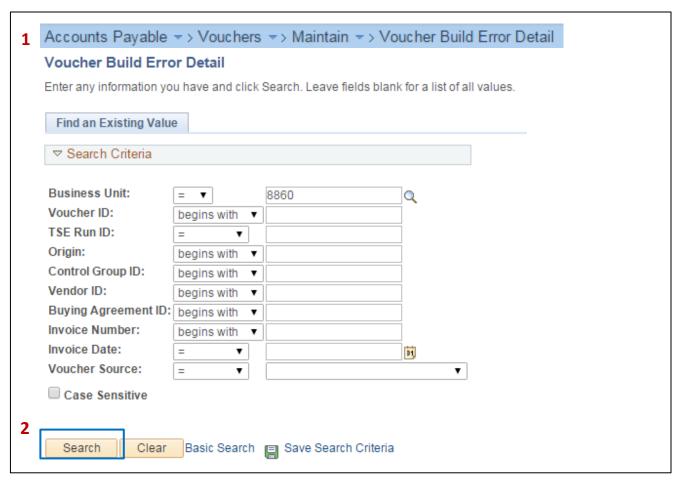
Module: Accounts Payable(AP)

Roles: AP Processor

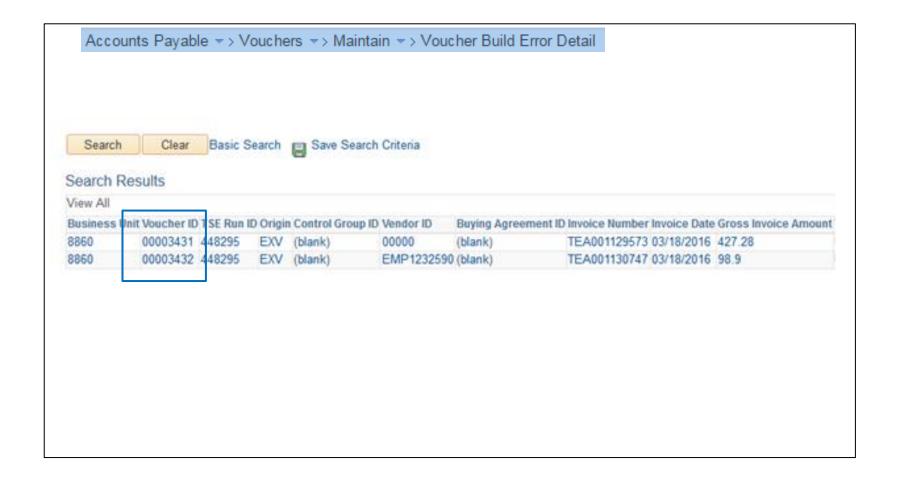
AP Maintainer

The Voucher Build Error Detail page is used to view voucher build errors. Departments should run this process daily to view and correct errors on a timely basis. The AP Processor and AP Approver will view and correct errors using the following steps.

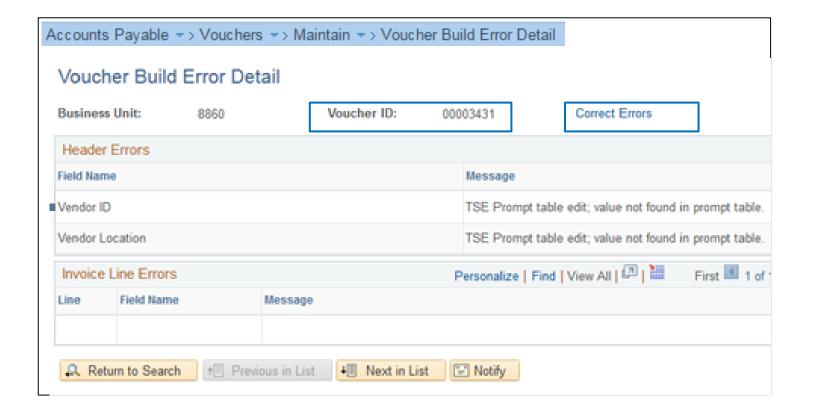
- 1 Navigate to Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail
- 2 Enter your Business Unit and click Search



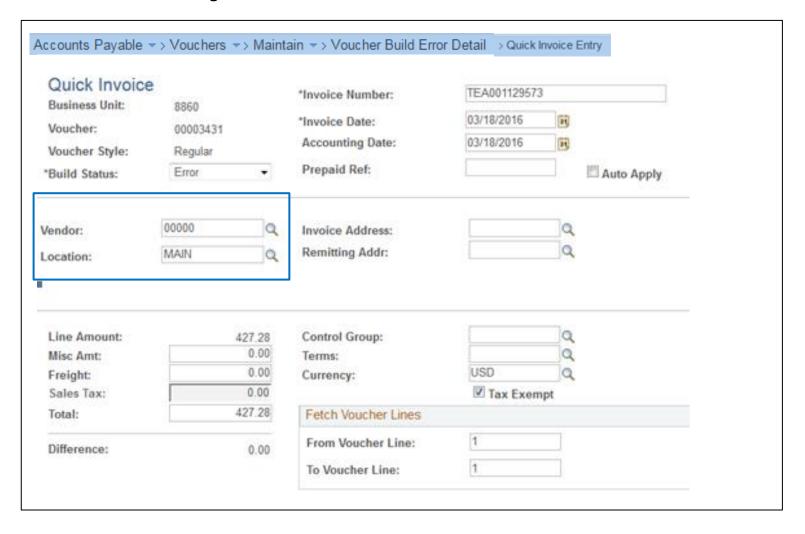
The Search Results will display on the bottom. Click on the Voucher ID that you are correcting to see details of the voucher error. See next page



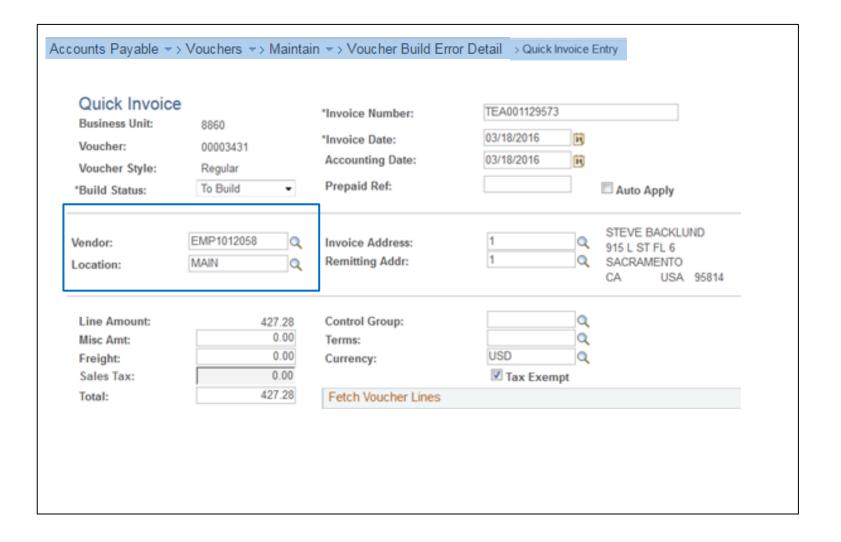
Review the errors and click the Correct Errors link



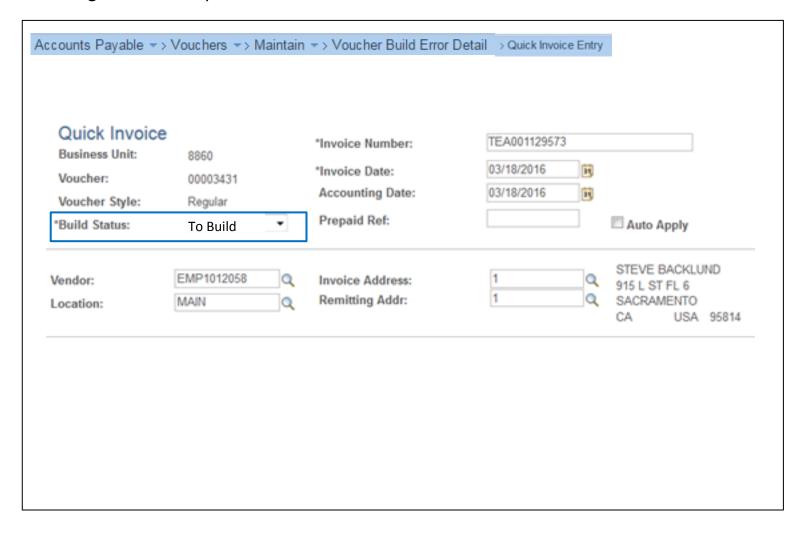
Update the fields corresponding to the errors identified in the previous step. Typically, the Vendor ID is missing and needs to be identified and added.



Correct the Vendor and Location information



After correcting the vendor information, change the Build Status to "To Build" by selecting from the dropdown list of values



Change the Build Status to "To Build", step 1
Add Vendor ID in Vendor field, step 2
Click Line Details, step 3
Save, step 4

